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## SECTION G

SUMMARY OF INTELLIGENCE SCHOOL TRAININGINTELLIGENCE SCHOOL COURSES CONDUCTED IN FISCAL YEAR 1961

<u>Name of Course</u>	<u>No. of Hours</u>	<u>Times Given</u>	<u>No. of Participants</u>
Conference Techniques	24	3	44
Effective Speaking	24	2	21
Intelligence Production	496	1	6
Intelligence Research (Map and Photo Reading)	50	2	23
Intelligence Research (Techniques)	160	1	8
OO/C Refresher	80	1	22
Seminar Techniques	24	1	18
Basic Writing Workshop	27	4	65
Intermediate Writing Workshop	27	3	56
Advanced Writing Workshop	27	3	32
Writing Workshop (DDS Special)	27	2	20
Intelligence Briefing	24	2	26
Intelligence Techniques (JOTP)	80	2	101
Exploitation of Photography for Intelligence (ISD Special)	12	1	10
OCR Vital Materials Instruction (OCR Special)	24	5	46
Management	40	7	100
Management (Special)	80	1	31
	38	1	30
Supervision	40	5	78
Operations Support	200	5	122
Administrative Procedures	120	6	144
Budget and Finance Procedures	80	13	75
Intelligence Orientation	40	6	253
Intelligence Review	40	2	78
	80		
JOT Orientation and Support Programs	32	2	101
Security Officers Orientation	36	1	13
Intelligence Orientation for Support Personnel	14	2	75

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(2 wks)  
(1 wk)

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<u>Name of Course</u>	<u>No. of Hours</u>	<u>Times Given</u>	<u>No. of Participants</u>
Intelligence Refresher <span style="background-color: black; color: black;">[REDACTED]</span>			
Personnel	9	2	50
Dictation Course for Executives	20	1	11
Intelligence Orientation for <span style="background-color: black; color: black;">[REDACTED]</span>	12	1	7
Briefings of Senior Foreign Officials	4 (approx.)	69	462
Briefings of Senior U.S. Officials	4	82	492
Briefings of U.S. Government Groups	4	54	3,993
Briefings of CIA Dependents	4	14	205
Briefings of CIA Personnel	4	56	1,881
Briefings of Private Groups	4	7	441
Clerical Induction			
Typing	1	255	463
Shorthand	1 1/2	240	283
Punctuation & Capitalization	1 1/4	250	813
Grammar	1	250	813
Geography	1 1/4	225	752
Filing	1	100	813
Office Practice	1	141	605
Testing			
Typewriting	1	105	694
Shorthand	1	74	150
Entrance on Duty			
Typewriting	1	73	705
Shorthand	1	61	365
Clerical Orientation		45	681
Organization of CIA	1 1/4		
Security Briefing	1 1/4		
Telephone Techniques	1		
Telephone Labs	1 1/2		
Mailing Procedures	1 1/2		
Agency Issuances	1/2		
Supplies, Equipment, & Services	1		
Correspondence Lecture	1 1/4		
Correspondence Lab	2 1/2		
Time and Attendance	3		
Protocol	1 1/2		

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<u>Name of Course</u>	<u>No. of Hours</u>	<u>Times Given</u>	<u>No. of Participants</u>
Clerical Orientation (Cont'd)			
Study Periods	1 1/2		
Examinations	1 1/2		
Examination Reviews	1		
Clerical Refresher			245 (total)
Typing Techniques Review	1 hr a day, 5 days a week	5 times, 4 weeks)	47
English Usage Review	1 1/2 hrs a day, 5 days a week	2 times, 5 weeks)	20
Shorthand Theory Review	1 1/2 hrs a day, 5 days a week	5 times, 4 weeks)	49
Intermediate Shorthand Dictation	1 1/2 hrs a day, 5 days a week	1 time, 5 weeks)	117
Advanced Dictation	1 1/2 hrs a day, 5 days a week	6 times, 4 weeks)	12
Special Classes & Assistance:			
Basic Typing for Professionals	1 hr a day, 5 days a week	5 times, 4 weeks)	20
Gregg Anniversary Shorthand	1 hr a day, 5 days a week	2 times, 5 weeks)	11
Tutorial Assistance:			
Shorthand through utilization of dictation tapes			12
Unofficial Testing:			
Shorthand			10
Typing			9
Filing Workshops:			
DDP	1 day	1 time	49
DDI	1 day	1 time	47
DDS	1 day	1 time	32*

\*also 2 State Department and 2 National Archives employees

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